



TOWN OF WEST HARTFORD

Finance & Budget Committee
Town Hall, 50 South Main Street, Room 312
August 30, 2017
8:00 AM

Attendance

Shari Cantor, Mayor (Chair)
Leon Davidoff (member)
Chris Williams (member)
Chris Barnes
Dallas Dodge
Denise B. Hall
Beth Kerrigan
Ben Wenograd

Staff

Matt Hart, Town Manager
Peter Privitera, Director of Finance
Brittany Stephenson, Executive Assistant to Town Manager

1. Call to Order

Mayor Cantor called the meeting to order at 8:00am

2. Staff Reports

The Town Manager, Mayor, and Director of Finance met with Board of Education counterparts on August 29, 2017 to discuss the governor's recent executive order. There are challenges to adjusting expenditures in the current year should the impact of the order result in a significant reduction in state aid. The Town and the school district will maintain a dialogue to the current and future fiscal year.

3. Committee Correspondence

- a. Response to OPM Information Request – Mr. Hart reported that this correspondence had previously been distributed to the Council. Mr. Davidoff expressed his appreciation for the effort and time in preparing the response to Secretary Barnes.

4. Continuing Business

There was no continuing business.

5. New Business

a. Status of FY 2017/18 Operating Budget and CIP

Mr. Hart and Mr. Privitera updated the committee on the status of the FY2017-2018 budget. The state has yet to adopt a budget for the new fiscal year and state aid remains in question. The Governor is running the state via executive order and if the executive order holds, the Town will receive a significant cut of approximately \$20 million (net). In order to prepare for a potential reduction in state aid, Mr. Hart and Mr. Privitera have met with directors to review 5% and 10% reduction options, and discussed the issue with the Superintendent of Schools and School Business Manager. If the Town needs to adjust the budget due to a loss of state revenue, staff will present the Town Council with a list of options.

b. Status of Motor Vehicle Car Tax Bills

Mr. Privitera updated the committee on the status of issuing the motor vehicle tax bills for this fiscal year. Tax bills usually generate \$12 million in collections. There is a possibility that the state may adjust the motor vehicle mill rate when adopting a state budget. In order to avoid sending supplemental bills, the Town has opted to hold on the billing until the state adopts a budget. Town staff will continue to monitor the situation. If the state were to increase the motor vehicle mill rate to 37 mills, Mr. Privitera will clarify what impact that would have on the Town's current real/personal property mill rate of 41.04.

c. Year-end projection and recommended surplus allocation

Mr. Privitera informed the committee that the preliminary estimates for June 30, 2017 show an operating surplus of \$3,877,639. Revenues came in somewhat higher than projected and expenditures somewhat lower. At a future meeting, Mr. Privitera will provide detail on expenditures for the Fire Department budget. Mr. Privitera will also research the viability of transferring all of the surplus into the CRNE fund, at least until such time as the state adopts a budget.

d. Tax Suspension List and Resolution

Mr. Privitera provided the committee with an overview of the tax suspension list and resolution which will be presented at the September 12th Council meeting. Following Council approval of this item, the Town will transfer outstanding balances to a collection agency. At a future meeting, Mr. Privitera will distribute a comparative analysis on previous and current year collection efforts. A full copy of the report is available in the Town Manager's Office.

e. FY 2016-17 Sole Source Procurement Report

Mr. Privitera reviewed the FY 2016/17 Sole Source Procurement Report with the committee. He detailed the purpose for each purchase including department and value. Mr. Privitera will clarify why the school district needs the existing phone lines and FAX capabilities.

6. Other Business

The committee scheduled its next meeting for September 25, 2017 at 8:00am.

7. Adjournment

With no further business to discuss, the meeting adjourned at 8:53am.

The next (2) Finance & Budget Committee meetings will be held on **September 25,** 2017 and October 16, 2017 at 8:00 a.m.